



## Submit Data

- Data must be error free
- If completeness check shows information error free then submit data button is activated and user sends data to DNR
- Email message acknowledging receipt sent to user.
- Email message acknowledgement also sent to regional compliance person

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### Disclaimer

Information shown on screens for this tutorial was taken from test data developed for the air emission reporting program. Device, process, and other information from existing facilities were used for illustrative purposes only. Existing facility data was used to show typical usage of screens in the program. None of the information presented in the following screens should be viewed as accurate information.

## Air Submit Data

The facility representative can submit completed air emission inventory data to DNR at anytime as long as the data is error free. Data is error free if the completeness check program acknowledges that there are no errors in the data.

Complete Check - Microsoft Internet Explorer provided by Wisconsin DNR

Address: [https://ua.dnr.wisconsin.gov/crs/crsexternal/WM\\_CompleteCheck.aspx](https://ua.dnr.wisconsin.gov/crs/crsexternal/WM_CompleteCheck.aspx)

Wisconsin Department of Natural Resources

**Air Emissions Reporting** [Back to Switchboard](#) [Sign Out](#)

Annual Reporting Home  
✓ Update Facility Info  
✓ Update Contacts  
Update Device/Process  
Completeness Check  
Submit Data  
Summary Report

Facility - 617049840 : CARDINAL FG  
DNR Contact : JOHN STOFFEL, (715) 684-2914

[Submit Forms](#)

**Air Emissions Reporting Complete Check**  
There are 10 errors that need to be fixed before Submitting the Form.  
Please use the links to complete the reporting process.

No.	Error Type	Error In	Message
1	Error	<a href="#">Update Contact - Air Reporting Contact</a>	Complete
2	Error	<a href="#">Update Contact - Air Billing Contact</a>	Complete
3	Error	<a href="#">Update Contact - Air Responsible Contact</a>	Complete
4	Error	<a href="#">Device P01</a>	has 1 incomplete Processe(s).
5	Error	<a href="#">Device P02</a>	has 1 incomplete Processe(s).
6	Error	<a href="#">Device P03</a>	has 1 incomplete Processe(s).
7	Error	<a href="#">Device P04</a>	has 1 incomplete Processe(s).
8	Error	<a href="#">Device P06</a>	has 1 incomplete Processe(s).
9	Error	<a href="#">Device P08</a>	has 1 incomplete Processe(s).
10	Error	<a href="#">Device P09</a>	has 1 incomplete Processe(s).
11	Error	<a href="#">Device S03</a>	has 1 incomplete Processe(s).
12	Error	<a href="#">Device S06</a>	has 1 incomplete Processe(s).
13	Error	<a href="#">Device S08</a>	has 1 incomplete Processe(s).
14	Warning	<a href="#">C01-01: PM</a>	CTRL EFFIC record will be reviewed.
15	Warning	<a href="#">C02-01: PM10</a>	CTRL EFFIC record will be reviewed.

Local intranet

Once the completeness check identifies that there are no errors in the data, the 'Submit Forms' button is activated. This button is located toward the top of the completeness check screen.

After the data is submitted, the DNR system sends a message back to the facility representatives email box acknowledging receipt. A copy of this acknowledgement is also sent to the regional air person responsible for the facility.